

CITY OF MARLBOROUGH
DEPARTMENT OF COMMUNITY DEVELOPMENT
Soft Second Loan Program Pre-Application Form

The goal of the Soft Second Loan Program is to help income-eligible first-time homebuyers to purchase their first home. The first step in the application process is to provide the information requested below so the Department of Community Development can make sure your family meets the program guidelines. If you have any questions regarding why the information is necessary or how to obtain it, please call the Department of Community Development at 508-460-3715, or talk to your real estate broker.

You will be notified in writing if you qualify for this program. Notification will then be provided to the three participating banks: Community National Bank, Fleet Bank, and Marlborough Cooperative Bank. You will be given the name of the contact person at each of the three banks, and you are welcome to select whichever participating bank you like. It is important to note that the bank will then research your credit history and take other steps to determine your qualification for a mortgage. Approval by the Department of Community Development only indicates that you meet the eligibility requirements for the program.

Your Name: _____ Social Security #: _____

Current Address: _____ Daytime Phone: _____

City, State, Zip: _____ Persons in Household: _____

Please provide the following information for any member of your household who is currently employed. THE INFORMATION BELOW SHOULD BE PROVIDED FOR ANY PERSON WHO WILL BE RESIDING IN THE PURCHASED HOME.

	Yourself	Household Member	Household Member
Name			
Occupation			
Employer			
Employer's Address			
Employer's Phone			
Total Annual Salary			
Hire Date			

Attach a separate sheet to list additional wage-earners if required. All persons listed above must sign below. Their signatures on this form authorize the Department of Community Development to verify, through their employers, the information provided.

Signature	Social Security #	Date
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Signature	Social Security #	Date
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Signature	Social Security #	Date
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Please list any other source of income, and the annual amounts, below. Include pension, Social Security, interest, child support, alimony, wages from other part-time jobs, tips, etc.

Please list the names of all persons in your household and indicate their relationship to you (the buyer). Include only those persons who will be living with you when you move into your new home. Your list should include children, elderly parents, your spouse, etc.

Name	Relationship

If you have identified a home you would like to purchase, please provide the following information:

Address: _____ Broker: _____

Asking Price: _____ Sale Status: _____

Please attach copies of the following documents to your application. Your application cannot be processed until this information is submitted.

- ☐ Copies of your family's tax returns for the past three years
- ☐ A copy of the most recent W-2 or similar tax form for each member of your household who is currently employed
- ☐ Pay stubs for the most recent six pay periods for each member who is currently employed

Are you interested in a DownPayment Assistance Program? ☐ Yes ☐ No

If you are, in addition to the above documents please include the following:

- ☐ Copies of the last six months bank statements (all accounts)

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Date Received: _____ Disposition: _____ Forwarded to Bank(date): _____
Applicant Notified(date): _____ ☐ Income Verified - Ratio _____ ☐ Homeownership status - Documentation: _____
Property Map/Parcel: _____ Property Value: \$ _____ State Code: _____